

**RECORDS MANAGEMENT STAFF PAPER NUMBER 4**

# **GUIDE FOR RECORDS RETIREMENT**

**NOVEMBER 1969**

CONTENTS

	Page No.
List of Illustrations . . . . .	ii
Introduction . . . . .	iii
I. Responsibility . . . . .	1
Records Custodian . . . . .	1
Records Management Officer . . . . .	2
Records Center . . . . .	4
II. Initiating the Retirement . . . . .	5
Records Custodian . . . . .	5
Records Management Officer . . . . .	6
Records Center . . . . .	9
III. Preparing the Files for Shipment . . . . .	10
IV. Preparing the Records Shelf List . . . . .	12
V. Sending the Records to the Center . . . . .	14
Records Custodian . . . . .	14
Records Management Officer . . . . .	15
Records Center . . . . .	15
VI. Reference Service . . . . .	17
Records Custodian . . . . .	17
Records Management Officer . . . . .	19
Records Center . . . . .	19
VII. Disposition . . . . .	21
Records Center . . . . .	21
Records Management Officer . . . . .	24
Records Custodian . . . . .	24

LIST OF ILLUSTRATIONS

	Page No.
FIGURE 1. RECORDS CONTROL SCHEDULE FORM 139 . . . . .	1
FIGURE 2. RECORDS RETIREMENT REQUEST FORM 140 PART I . . .	6
FIGURE 3. RECORDS RETIREMENT REQUEST FORM 140 PART II . . .	7
FIGURE 4. VARIOUS SIZE BOXES . . . . .	8
FIGURE 5. ACCESSIONING PROCESS RECORD FORM 1192 . . . . .	9
FIGURE 6. PACKING BOXES . . . . .	10
FIGURE 7. RECORDS STORAGE BOX LABEL FORM 14 . . . . .	11
FIGURE 8. SEALING BOXES . . . . .	11
FIGURE 9. RECORDS SHELF LIST FORM 140A . . . . .	12
FIGURE 10. TOP SECRET LISTING . . . . .	13
FIGURE 11. RECORDS RETIREMENT REQUEST FORM 140 PART III . .	16
FIGURE 12. RESTRICTION FLASH CARD . . . . .	16
FIGURE 13. RECORDS CENTER SERVICE REQUEST FORM 490 . . . . .	17
FIGURE 14. RETURN TO RECORDS CENTER STAMP . . . . .	20
FIGURE 15. RECORDS RETIREMENT REQUEST FORM 140 DISPOSAL PORTION OF PART III . . . . .	21
FIGURE 16. DISPOSITION STAMP . . . . .	22
FIGURE 17. NOTIFICATION OF DISPOSITION ACTION FORM 141 . . .	23

## INTRODUCTION

The Agency is producing records at a very rapid rate.

To handle this accumulation of files economically and efficiently, the Agency is required by law to establish and maintain effective Records Administration Programs. These programs include setting up controls over the creation, maintenance and disposition of records.

One of the major objectives of the Agency's Records Administration Program is to keep non-current records moving out of high-cost space and filing equipment into the low-cost Records Center as rapidly as possible.

This guide is issued to establish standards and procedures to accomplish this objective. It is intended to serve as a guide for all personnel concerned with the retirement of records to the Records Center, including the Records Custodian, the Records Management Officer and Records Center Personnel.

# I. RESPONSIBILITY

THE RECORDS CUSTODIAN IS RESPONSIBLE FOR:

## A. Accessioning

1. Executing the disposition instructions in the Records Control Schedule (Figure 1).
2. Boxing and documenting the records that are scheduled to be re-tired to the Records Center, according to the procedures outlined in this handbook.
3. Observing any special instructions given by the Records Management Officer.

RECORDS CONTROL SCHEDULE		SCHEDULE NO. 00-60	
OFFICE, DIVISION, BRANCH		CONCURRENCE	
ABC/D/E		SIGNATURE J. Paul Smith	
		DATE 1 June 1960	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	<p>Branch Subject File</p> <p>This file is maintained for the Branch Chief and reflects the administration and activities of the Branch. The file consists of memoranda, reports, form documents originated or received by the Branch. Specific subjects include personnel, production, administrative issuances, committees, training, briefings, trip reports and similar material. Essential material duplicated in the Division Subject File. Filed by subject according to Handbook</p>	6	<p>Temporary - Destroy after 3 years; cut off end of each calendar year, hold one year and retire to Records Center</p>

FORM NO. 139 USE PREVIOUS EDITIONS.  
1 JAN 56

(41)

Figure 1

B. Reference

1. Knowing and documenting the series of records that have been retired including the accessioning job number and box number for each document.
2. Insuring that any records obtained on loan are returned to the Records Center as soon as it has served the purpose for which it was requested.
3. Notifying the Records Center if it is necessary to retain permanently any record that was requested on loan. (When the record is of permanent value, the Records Center should be notified through the Records Management Officer. If a cubic foot or more is recalled for permanent retention, concurrence must be obtained from the Records Management Officer on both temporary and permanent records.)

C. Disposition

1. Applying the disposition instructions outlined in the Records Control Schedule.
2. Initiating and justifying any change in the disposition instructions.

THE RECORDS MANAGEMENT OFFICER IS RESPONSIBLE FOR:

A. Accessioning

1. Preparing, obtaining approval for and distributing the Records Control Schedule for his office.

2. Advising and assisting the Records Custodians and officials in his office on all phases of records management.
3. Assuring that the records created or received by his office are retired to the Records Center according to the Records Control Schedule.
4. Providing liaison between the Records Custodian and the Records Center.

B. Reference

1. Controlling reference service requests according to procedures he has established in cooperation with the Records Center.
2. Instructing the personnel of his area on the procedure for obtaining records from the Records Center any hour of the day or night, 365 days of the year.

C. Disposition

1. Reviewing the Records Custodian's compliance with the Records Control Schedule.
2. Reviewing the disposition instructions in the Records Control Schedule and recommending changes when necessary.
3. Reporting to the Agency Records Administration Officer pertaining to the Records Management Program in his office.

THE CHIEF, RECORDS CENTER, IS RESPONSIBLE FOR:

A. Accessioning

1. Assigning and controlling the accessioning job number.
2. Furnishing retirement information and assistance.
3. Arranging transportation for the records to the Center including a security escort.
4. Providing safe and secure storage for all records, observing the need-to-know principle and enforcing restrictions placed on the use of the records by the retiring office.
5. Providing advice and assistance to the Records Management Officer on special problems concerning the retirement of records.

B. Reference

Providing reference service on the records in the most expeditious manner possible, any hour of the day or night, 365 days of the year.

C. Disposition

1. Maintaining a tickler file on all records in the Center to insure prompt disposal of scheduled records.
2. Executing the actual disposal and reporting it to the Records Management Officer of the office concerned.
3. Reporting to the Agency Records Administration Officer on the disposition program.



## II. INITIATING THE RETIREMENT

### RECORDS CUSTODIAN

To initiate the retirement of the files to the Agency Records Center at least an original and four copies of Part I of Form 140, Records Retirement Request (Figure 2) must be completed. (Five copies will give one for the Records Custodian, one for the Records Management Officer and three for the Records Center.) Most of the entries on Form 140 are self-explanatory; however, a few require emphasis.

1. The accessioning job number is assigned by the Records Center.
2. The description must be the same as the files identification in the Records Control Schedule (Figure 1). In the event the records to be retired are not on the existing Records Control Schedule they must be described in detail. This description will enable the Records Management Officer to prepare a schedule for these records and should include:
  - a. The name of the file series (only one series per retirement)
  - b. Its general content
  - c. The function or purpose for which it was created
  - d. Its significant relationship with other records, including duplication
  - e. Its arrangement
  - f. Its inclusive dates

When Part I of the Form 140 has been completed all five copies must be signed by the Records Custodian and forwarded to the Records Management Officer. If the records are of a size other than standard legal or letter files, the Records Management Officer should be informed, also if TOP SECRET records are involved the Custodian should request that the RMO contact the area or division TOP SECRET Control Officer for special instructions.

RECORDS RETIREMENT REQUEST				ASSIGNED BY RECORDS CENTER JOB NO.	
Submit original and 4 copies to Records Center. Two copies will be returned to the originating office. Additional copies may be prepared as indicated by your ARO.				FOR REFERENCE SERVICE ON RECORDS TRANSFERRED TO STORAGE COMPLETE FORM 490 AND REFER TO ABOVE JOB NUMBER.	
PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN)					
TO: <i>Agency</i> Chief, Records Center.		FROM: (Office) <b>ABC</b> BRANCH <b>E</b>		DIVISION <b>D</b> SECTION <b>--</b>	
APPLICATION IS MADE FOR RETIREMENT OF THE RECORDS DESCRIBED BELOW					
DESCRIPTION OF FILE SERIES (Use description in Records Control Schedule and Inclusive Dates.) IF NECESSARY TO LIST RECORDS, USE FORM NO. 140A, RECORDS SHELF LIST (Check appropriate box below.)					
Branch Subject File - 1960					
This file is maintained for the Branch Chief and reflects the administration and activities of the Branch. The file consists of memoranda, reports and form documents originated or received by the Branch. Specific subjects include personnel, production, administrative issuances, committees, training, briefings, trip reports and similar material. Essential material duplicated in the Division Subject File. Filed by subject according to Handbook <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></span>					
<input type="checkbox"/> SHELF LIST ATTACHED <input checked="" type="checkbox"/> SHELF LIST TO BE INCLUDED IN TRANSFER					
CLASSIFICATION OF RECORDS			FILE EQUIPMENT OCCUPIED BY RECORDS		
TOP SECRET			<input type="checkbox"/> LETTER <input type="checkbox"/> OTHER (specify) <input checked="" type="checkbox"/> LEGAL <b>2</b> NUMBER OF DRAWERS		
APPROXIMATE REFERENCE ACTIVITY PER MONTH					
Not more than twice					
LOCATION OF RECORDS					
BUILDING	ROOM	EXTENSION	DATE	SIGNATURE OF RECORDS CUSTODIAN	
<b>X</b>	<b>121</b>	<b>0000</b>	<b>1-8-62</b>	<i>Jane Smith</i> <b>JANE SMITH</b>	
PART II (TO BE COMPLETED BY THE AREA RECORDS OFFICER)					
OF MATERIAL					

STAT

Figure 2

## RECORDS MANAGEMENT OFFICER

Upon receipt of the Form 140 from the Records Custodian, the Records Management Officer verifies that the records are eligible for retirement to the Records Center by checking the Records Control Schedule. To be eligible, the records must have a definite retention period. If the records are not on the existing schedule, the Records Management Officer obtains approval from the Agency Records Administration Officer to add this new item to the schedule.

When the RMO is certain that the records to be retired are properly scheduled and documented, he completes Part II of Form 140 (Figure 3).

<i>Records Management Officer</i>				
PART II (TO BE COMPLETED BY THE AREA-RECORDS OFFICER)				
TYPE OF MATERIAL				
<input type="checkbox"/> RECORD <input type="checkbox"/> NON-RECORD				
RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None")				
Personnel of ABC/D/E and ARO				
DISPOSITION AUTHORIZATION				
CITE SCHEDULE OR AUTHORITY				
Records Control Schedule No. 00-60, Item No. 1				
BUILDING	ROOM	EXTENSION	DATE	SIGNATURE OF AREA-RECORDS OFFICER
X	100	0000	1-8-62	<i>John Henry</i> JOHN HENRY

FORM NO. 140 USE PREVIOUS EDITIONS. (13-46)

11-69

Figure 3

Particular attention should be given to the following items:

1. RESTRICTIONS ON USE OF RECORDS

The specific restrictions imposed on the use of retired records shall be determined by the retiring office.

2. CITE SCHEDULE OR AUTHORITY

It is necessary to specifically indicate the item number and the approved schedule which covers it. (Only one Item Number per retirement)

The Records Management Officer then signs the Forms 140 and sends all five copies to the Records Center. Along with the Forms 140, the RMO sends a note for each retirement with the following information:

1. The number and size of any special boxes needed. (Figure 4)  
(The standard Records Center box is available in the Building Supply Office.)



- A. Standard Records Center Container, (10 x 12 x 15 inches) for legal and letter-size files. Each container holds one cubic foot.
- B. Half-Standard Records Center Containers (5 x 12 x 15 inches) for 16 and 35 MM microfilm reels. Whenever possible retire in multiples of two.
- C. Five by Eight Card Box (5 x 8 x 15 inches) for 5 x 8 cards, dictaphone memo belts, and other 5 x 8 inch files. Whenever possible retire in multiples of two.
- D. IBM Card Box (3½ x 7 ¾ x 15 inches) for IBM Cards, cancelled checks, 3 x 5 cards and 70 MM cut negatives. Whenever possible retire in multiples of five.
- E. X-Ray Box (5 x 15 x 18 inches) for x-rays, newspapers, IBM listings, charts and other large files. Whenever possible retire in multiples of four.

Figure 4

- 2. Any SPECIAL CLASSIFICATION of the records, so that a special accessioning job number can be issued.
- 3. The number of TS FLAGS needed if the retirement includes TOP SECRET documents.
- 4. Any special circumstances concerning the retirement.

When the Records Center receives the Forms 140 from the Records Management Officer the following action is taken:

1. The forms are reviewed for completeness.
2. The item number is checked against the Records Center copy of the Records Control Schedule to verify that the records are eligible to be retired to the Center.
3. If the forms are not properly signed and completed and/or if the records are not eligible to be retired, the forms are returned to the Records Management Officer with explanation. If the forms are in order the actions continue as follows:
4. The accessioning job number is issued and placed on all five copies of the Form 140.
5. Form 1192, Accessioning Process Record (Figure 5), is initiated. The Form 1192 is filed pending the receipt of the records.

ACCESSION NO. 62-1111	OFFICE ABC	DIVISION D	BRANCH E	SPACE NO. FROM
CUBIC FEET 4	NO. CONTAINERS 4	TYPE CONTAINERS R.C.	DATE DUE 2/9/62	TO
ACTION	DATE	INITIALS		
FORMS RECEIVED	1/9/62	WEB	<input checked="" type="checkbox"/> TEMPORARY <input type="checkbox"/> PERMANENT	
FORMS CHECKED	1/9/62	REL	SCHEDULE NO. 00-60	PAGE NO. 1
SCHEDULE CHECKED	1/9/62	REL	ITEM NO. 1	DISPOSAL DATE Jan. 1964
NUMBER ISSUED	1/9/62	REL	REMARKS  4 Boxes to 121 X Bldg.	
RECORDS RECEIVED	2/9/62	ICS		
RECORDS CHECKED	2/9/62	ICS		
SERVICE	YES	NO		
BOXES FURNISHED	X			
TRANSPORTATION		X		
OTHER				

FORM 4-62 1192 ACCESSIONING PROCESS RECORD (19-33)

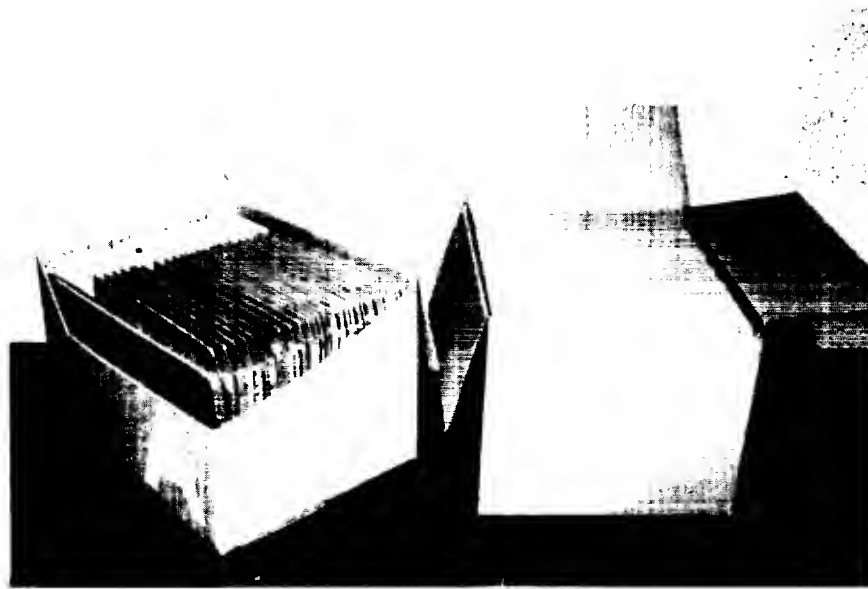
Figure 5

6. The fifth copy of the Form 140 is returned to the Records Management Officer as authorization to transfer.
7. The requested number of special boxes are sent to the Records Custodian.
8. Any special information or material is forwarded as requested.

The records should be packed as soon as possible after authorization has been received from the Records Management Officer. (The authorization is the copy of Form 140 returned to the Custodian by the RMO with the accessioning job number assigned.)

To pack the records proceed as follows:

1. Screen out all obvious non-record material.
2. Downgrade security classification of records whenever such action is authorized.
3. Pack the records in the box without disturbing the existing filing arrangement, placing the folders in an upright position; this is with the letter-size folders the twelve-inch way and the legal-size folders the fifteen-inch way (Figure 6). The unstitched twelve-inch end of the box is always considered the front.



A. Legal-size files - filed left to right.  
B. Letter-size files - filed front to back.

Figure 6

4. Leave enough room so that folders can be easily removed for future reference.

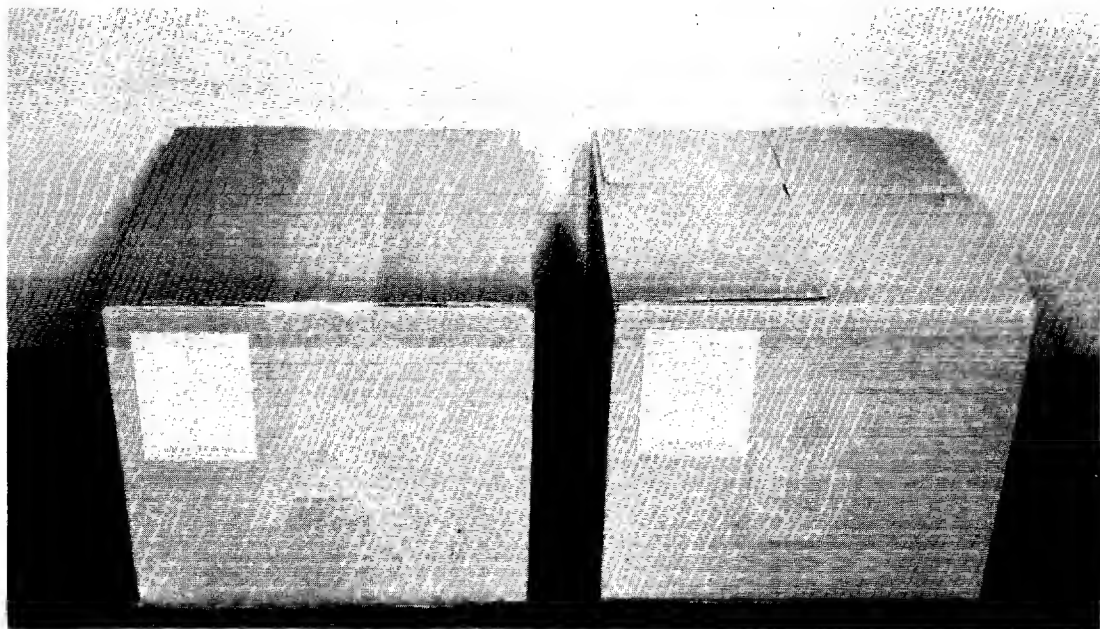
5. Flag TOP SECRET documents by using a "TS FLAG" (a strip of green card stock). Do not stamp TOP SECRET on the outside of the box.

6. Complete a Form 14, Records Storage Box Label, for each box (Figure 7).

7. Seal boxes as shown in Figure 8.

BOX NO. <b>1</b> OF <b>4</b> BOXES	JOB NO. <b>62-1111</b>
OFFICE <b>ABC</b>	DIVISION <b>D</b>
BRANCH <b>E</b>	SECTION
FILE SERIES <b>BRANCH SUBJECT FILE</b>	
STARTS <b>ACCOUNTING</b>	
ENDS <b>APPROPRIATIONS - 3</b>	
EXCEPTIONS <b>None</b>	
<b>RECORDS STORAGE BOX LABEL</b>	
FORM NO. 14 REPLACES FORM NO. 36-268 (35) 1 JUL 54 WHICH MAY BE USED.	

Figure 7



- A. Sealed with 3 inch gummed Kraft tape
- B. Sealed by alternately crossing the top flaps

Figure 8

To provide the Records Center with an accession inventory and facilitate reference, a second retirement form may be used. The form used for this accession or box-by-box inventory is the Form 140A, Records Shelf List (Figure 9).

RECORDS SHELF LIST				JOB NO. 62-1111
NOTE: Prepare in Triplicate and submit original and one to Records Center				TOTAL NO. OF CONTAINERS 4
OFFICE ABC	DIVISION D	BRANCH E	SECTION	
CONTAINER NO.	DESCRIPTION AND DATES			
1	Accounting Accounting - 9 Appropriations " - 1 " - 2 " - 3			
2	Buildings and Grounds - 2 " " " - 3 " " " - 9 " " " - 9 " " " - 10 Collection - 1 " 11 Committees - 1 Communications - 2 " 3 Dissemination - 1 Equipment and Supplies - 4 " " " - 5			
3	Forms - 1 Liaison - 3 " - 4 Medical - 1 Meetings - 2 " - 3 Organization and Management - 4 " " " 7 " " " 9			
4	Personnel - 1 " 2 " 3 " 5 " 7 " 12 Records - 3 " 6 Reports Security - 1 " 3 " 6 Training - 1 " 3 Travel - 2			

FORM 140a USE PREVIOUS EDITION.

(22)

2-7c

Figure 9



If an index is being maintained in the current files area for either an alphabetical or numerical file, it is recommended that the job number, box number and date of retirement be entered upon this file, and a shelf list not be prepared; however, if there is no existing index, a shelf list may be prepared.

This Shelf List must be sufficiently detailed for the Records Custodian to furnish the Records Center information for any reference service that may be required. At least an original and two copies of the Shelf List must be made and the original and one must be sent to the Records Center along with the corresponding records. The two copies should be sealed in an envelope and taped to the top of the number-one box. The entries on Form 140A are self-explanatory, however, it is essential that the containers listed on the form are accurate and correspond exactly with the number on the boxes.

If TOP SECRET records are included in the transfer, it is necessary to prepare a list of the TOP SECRET documents (Figure 10). This list is prepared in quadruplicate and must contain the following information:

1. TOP SECRET number
2. Copy number
3. Title or subject
4. Date

Three copies of the list must be sent to the Records Center with the Form 140A.

JOB NO. 62-1111

TOP SECRET DOCUMENTS RETIRED TO RECORDS CENTER ON 4 JANUARY 1962

<u>TS NO.</u>	<u>DATE</u>	<u>COPY NO.(S)</u>	<u>SUBJECT</u>
100000	24 Jan 1960	1	Field Trip of Branch Chief
100111	15 May 1960	5	Survey of Field Operations
101211	30 June 1960	4	Production Status Report
109221	8 July 1960	2	Report on Branch "E" Activities
109304	17 July 1960	1	Memo for the Record RE: Meeting with Field Representa- tives
109972	4 Aug. 1960	8	Division Program for FY 1962

Figure 10

## RECORDS CUSTODIAN

The Records Custodian should call the Records Management Officer when the records are ready for shipment. If the total number of boxes in the retirement does not exceed ten, the boxes can be put in the outgoing mail and will be picked up by the regular Couriers.

If the retirement consists of more than ten boxes the Records Management Officer will arrange with the Records Center for a direct pick-up of the records. The scheduled days for such pick-ups are announced to the RMO. In order to make these arrangements, the Records Center requires the following information:

1. Number of boxes
2. Type of boxes
3. Location of the records
4. Name and extension of the Records Custodian

When direct pick-up is required it is necessary for the Records Custodian to contact the Records Center through the Records Management Officer no later than noon of the day before the records are ready to be picked up. This is necessary since the Records Center must contact and coordinate the pick-up with the following operating elements:

1. The Transportation Division
2. The Security Officer
3. The Supply Officer

Records that have special or sensitive classifications require special handling. The Records Management Officer will advise the Custodians on the necessary procedures to ship these records.

Whenever possible the Records Management Officer should inspect each retirement before it is sent to the Records Center. He will advise the Custodian on any retirement that requires special transportation or special handling.

#### RECORDS CENTER

When the records are received the responsible person will:

1. Put them in the receiving area.
2. Inspect them for correct packing, labeling and filing arrangement.
3. Check them against the description on Form 140 and against the information on Form 140A.
4. If the records are not in order the Records Management Officer will be contacted and the records returned or other satisfactory arrangements made. If the records are in order, the action continues as follows:
5. If TOP SECRET records are included in the retirement, verify that the listed TS documents are in the box. The listings are receipted and distributed as follows:
  - a. The original is retained by the Records Center and is filed in the Record Group File.
  - b. The second copy is forwarded to the Top Secret Control Officer.
  - c. The third copy is forwarded to the Custodian's Area or Division Top Secret Control Officer.
6. Arrange the boxes in numerical order within each retirement.
7. Obtain location of available space from the Space Control Index.
8. Stamp the space number on each box and place them on the shelves.

9. Complete the receipting portion of Part III of the Form 140, Records Retirement Request (Figure 11).

JOB NO. 62-1111		AREA	Box	28452-28455	
OFFICE ABC		DIVISION D	BRANCH E	SECTION --	DISPOSAL DATE Jan. 1964
SCHEDULE NO. (OF LIST) 00-60		PAGE --		ITEM 1	
REMARKS					
CUBIC FEET 4	NO. OF CONTAINERS 4	TYPE OF CONTAINERS RC		DATE RECEIVED 2-9-62	RECEIVED BY I. C. STACKS

Figure 11

10. Enter the restrictions on a 3 x 5 "flash" card (Figure 12). A salmon color card is used if the records are temporary and a blue card is used for permanent records.

62-1111	ABC
RESTRICTIONS	
Personnel of ABC/D/E and RMO	

Figure 12

11. Form 140 is distributed as follows:

- The original and 3 x 5 restriction card is put in Locator File.
- The second copy is returned to the Records Management Officer with a copy of the Records Shelf List, Form 140A.
- The third copy and the original of the Shelf List, Form 140A, is put in the Record Group File.
- The fourth copy is put in the Disposal File.

VI. REFERENCE SERVICE

RECORDS CUSTODIAN

Agency personnel can obtain quick and reliable reference service on records in the Records Center by using Form 490, Records Center Service Request (Figure 13).

<small>FORM 490 - 2-66 INFO 15-51 USE PREVIOUS EDITIONS</small>		<b>RECORDS CENTER SERVICE REQUEST</b>		<small>(38)</small>		<small>INSTRUCTIONS: REQUESTER-1. COMPLETE REQUEST. 2. RETAIN LAST COPY FOR SUSPENSE. 3. SEND REST OF SET TO RECORDS CENTER. 4. UPON RECEIPT OF MATERIAL DESTROY SUSPENSE COPY.</small>	
<b>FROM:</b> <b>RECORDS CENTER</b>		<b>NO.</b> 		<b>DATE</b> 2/25/62		<b>BOX NO.</b> 1	
		<b>DATE</b> 		<b>JOB NO.</b> 62-1111			
				<b>ACTION REQUESTED</b>			
				<b>LOAN</b> X		<b>PER. RET.</b> 	
				<b>INFORMATION</b> 			
<b>TO:</b> Jane Smith Room 121 - X Bldg				<b>NAME OF REQUESTER</b> Jane Smith			
				<b>OFFICE</b> ABC/D/E		<b>TEL. EXT.</b> 0000	
<b>LOG DATA:</b> Folder marked - Accounting - 9				<b>FOR RECORD CENTER USE</b>			
				<b>SERVICES BY</b> 		<b>SPACE NO.</b> 	
				<b>FOUNDED</b> 			
				<b>NUMBER SENT</b> INT. DOC. INF. RPT. ADM. SER.		<b>NOTIFIED</b> 	

Figure 13

The requestor may ask for information from the records or for the loan of records themselves. No request will be honored if it conflicts with restrictions established by the retiring office, and no information will be given by telephone if the information has a security classification.

There are four types of reference service available depending on the need of the requestor. These four types are:

1. "Routine Service" which requires about twenty-four hours; that is requests that are mailed one morning are usually filled and returned the next morning. To obtain Routine Service, simply complete a Form 490, retain the last copy and send the remaining five copies to the Records Center through the regular Agency Mail and Courier Service. The items on Form 490 are self-explanatory. However, because it is extremely important that all items are completed correctly, further explanation may be necessary. On the right side of Form 490 the requestor must include:

- a. The date of the request

b. The number of the box in which the requested record is filed.

c. The accessioning job number under which the record was retired (ONLY ONE JOB NUMBER PER REQUEST FORM).

d. The action required; that is on loan, permanent retention or information. (If a record of permanent value is requested for permanent retention the request must be sent through the Records Management Officer. If one or more cubic feet are recalled on permanent retention the Records Custodian must obtain concurrence of the Records Management Officer on both temporary and permanent records.)

e. The name of the person requesting the service.

f. The office and telephone number of the requestor.

On the left side of Form 490, the requestor must identify:

g. The name of the person to whom the record is to be sent.

h. The complete address of the person to whom the record is to be sent.

i. Under "Log Data" the description of the record or service requested.

NOTE: Only one item per request form and requests that do not comply with the above procedure will be returned unfilled.

2. "Priority Service" which requires about four hours. Priority Service can be obtained by calling the Records Management Officer, explaining the need and furnishing him with the same information called for on the Form 490. (Telephone requests will be honored only if they come from the Records Management Officer or alternates that have been authorized in writing.)

3. "Emergency Service" which requires the time it takes to "pull" the record and deliver it to the requestor, about one and a half hours. To obtain Emergency Service call the Records Management Officer, explain the need, justify the emergency service, specify the time the record is needed and furnish the same information called for on Form 490. (Emergency Service will be provided only at the request of the Records Management Officer or assistant.)

4. "After-hours Service" which requires about two hours. To obtain After-hours Service follow the procedure set up by the Records Management Officer.

Some offices find it desirable to require that all requests be made by or channeled through one or two persons in the office. The names of such persons should be on record at the Records Center.

When the Records Management Officer receives a call for Priority Service or Emergency Service it is his duty to make sure that this service is necessary. If the RMO is convinced that special service is necessary, he then calls the Records Center and gives the same information called for on Form 490 and the time and date the record is needed.

It is the duty of the Records Management Officer to set up a procedure whereby the Records Custodian in his area can obtain After-hours Service. This service can be obtained any time, day or night, throughout the year.

Concurrence is required from the Records Management Officer on all requests, from Records Custodians in his area, that request a cubic foot or more of records on permanent retention. This concurrence must be given by signing the request (Form 490) or by attaching a memorandum.

#### RECORDS CENTER

A DOCUMENT IS NEVER SENT TO OTHER THAN THE RETIRING OFFICE EXCEPT AT THE REQUEST OF THE RETIRING OFFICE.

The Records Center Service Requests are processed immediately through the Accessioning Section. The Chief of Reference reviews the requests and assigns them to appropriate Reference personnel.

The Records Center uses the five copies of Form 490 as follows:

1. The original for the Records Center file
2. The second copy on the Charge-Out card
3. The third copy as the Courier Receipt
4. The fourth copy on the envelope or box as the address
5. Returns the fifth copy with the Requested Record.

Each request (Form 490) is checked against the restrictions on the 3 x 5 "flash" card in the Locator File. If the restrictions do not forbid the requestor the use of the record requested, the location is placed on the original of the Form 490. In the event the requested record is of permanent value, or is going to other than the retiring office or is TOP SECRET, the Form 490 and charge-out card are stamped SUSPENSE.

The record is pulled from the box and the charge-out card inserted in its place. The record is stamped with the appropriate RETURN STAMP (Figure 14) and placed in a container with the fifth copy of Form 490.

RETURN TO RECORDS CENTER  
IMMEDIATELY AFTER USE  
JOB \_\_\_\_\_ BOX \_\_\_\_\_

ARCHIVAL RECORDS  
Return to Records Center  
Immediately After Use  
JOB \_\_\_\_\_ BOX \_\_\_\_\_

Figure 14

The container is addressed by using the fourth copy of Form 490, it is receipted by using the third copy of Form 490, and is placed in the outgoing mail.

If the records are being recalled permanently and one cubic foot or more is involved, all copies of Form 490 are forwarded to the Disposal Section before any action is taken.



THE TRANSFER OF RECORDS TO THE AGENCY RECORDS CENTER IS NOT A SUBSTITUTE FOR DISPOSAL.

#### RECORDS CENTER

The disposal process starts when Disposition receives its copy of the Form 140. The disposal activity portion of Part III of Form 140 (Figure 15) is completed and the form is filed in the Disposal Tickler File.

STORAGE LOCATION				
JOB NO.	AREA	ROW	SPACE	
DISPOSAL ACTIVITY				
OFFICE	DIVISION	BRANCH	SECTION	DISPOSAL DATE
ABC	D	E	--	Jan. 1964
AUTHORITY FOR DISPOSAL				
SCHEDULE NO. (or List)	PAGE		ITEM	
00-60	--		1	

Figure 15

When the scheduled disposition date arrives the following action is taken:

1. Remove Form 140 from tickler file
2. Remove records from the shelf and make proper disposition
3. Stamp Form 140 with disposition stamp (Figure 16). When Disposition is made on only a part of the accession, three copies of Form 141 (Figure 17) must be prepared.
4. Send two copies of completed Form 141 to Records Management Officer.

[illegible]

NOTIFICATION OF DISPOSITION ACTION		DISPOSITION JOB NO. 64-D-500
TO RECORDS MANAGEMENT OFFICER/ ABC	FROM RECORDS CENTER	DATE 1/2/64
Disposition, as indicated below, has been made of the following described records in accordance with the authority cited.		
DESCRIPTION OF RECORDS		
ACCESSION JOB NO. 62-1111	VOLUME 2 cubic feet	
NAME OF FILES, CONTENTS, FUNCTION AND INCLUSIVE DATES  Branch Subject File - 1960  This file is maintained for the Branch Chief and reflects the administration and activities of the Branch. The file consists of memoranda, reports and form documents originated or received by the Branch. Specific subjects include personnel, production, administrative issuances, committees, training, briefings, trip reports and similar material. Essential material duplicated in the Division Subject File. Filed by subject according to Handbook <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></span>		
<input type="checkbox"/> SEE ATTACHMENT(S)		
SECURITY CLASSIFICATION		
<input type="checkbox"/> UNCLASSIFIED	<input type="checkbox"/> CONFIDENTIAL	<input type="checkbox"/> SECRET <input checked="" type="checkbox"/> TOP SECRET
AUTHORITY FOR DISPOSITION OF ABOVE RECORDS  Request from ABC/RMO		
REMARKS  Boxes 3 and 4 remain in Records Center		
FOR RECORDS CENTER ONLY		
METHOD OF DISPOSITION	WITNESSING OFFICIAL	
<input type="checkbox"/> BURNED	SIGNATURE <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>	
<input checked="" type="checkbox"/> TRANSFERRED Boxes 1 & 2	TITLE Chief, Disposition	
<input type="checkbox"/> OTHER (Specify)	DATE 1/2/64	

STAT

STAT

Figure 17

5. Make disposition of the remaining copies of the forms as follows:

- a. Stamp and file original copy of Forms 140 and 140A in the Completed Disposal Job File.
- b. Stamp and file remaining copy of Form 140 in Records Group Disposition File.

6. Post the transaction to the Records Center Statistical Records.

If records are being permanently transferred back to the retiring office, the authority will be the signed Form 490 or memorandum from the Records Management Officer.

#### RECORDS MANAGEMENT OFFICER

The Records Management Officer files stamped copy of the Form 140 that has been received from the Records Center. The RMO copy of Form 140 is forwarded to the Records Custodian with notation as to disposition action.

The RMO reviews all requests for records that are being recalled permanently by the retiring office.

#### RECORDS CUSTODIAN

The Records Custodian files the noted copy of the Form 140 that was received from the Records Management Officer, and destroys the Form 140 for the corresponding records.